

HR Highlights

On the Horizon September 2019



HR Technology

Rebuilding Foundations and Driving Innovation

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With a mind to the future, the DHRM Office of Information Technology (ITECH) is developing a strategy to address both the current state and our technological innovations. Our goal is to improve employee experience by increasing satisfaction, engagement, and productivity.

DHRM is working to develop and organize a digital workforce to more effectively accomplish the organization's core HR missions, and partner with industry to bring smart innovations from the private to

the public sector. Our success will depend greatly on close collaboration with DHRM business units and all external stakeholders. DHRM ITECH representatives will be contacting all stakeholders (internal & external) to review current business processes and identify gaps/opportunities for improvement. Thank you for your support as we move forward.

To meet DHRM customer needs, we are working to advance a digital culture, improve network connectivity & resilience, mature our cybersecurity posture, and transform technology. With innovative, cost-effective solutions and mature business processes, DHRM will assure effective and resilient communications to advance the mission. To enable collaboration across the Commonwealth, DHRM will provide the technology solutions that facilitate trust and secure communications.



Workforce Management

Talent Management Update: As part of DHRM's enhanced focus on Talent Management, the Talent Management Team is engaging in activities to expand talent outreach for state government job opportunities. These initial activities include:

- Ongoing support and partnership with DVS and the V3 Program for talent outreach to veterans
- Expanding opportunities for talent outreach to individuals with disabilities including education and awareness activities
- Participation in select career fairs and talent outreach opportunities with a focus on expanding interest in state government jobs for job seekers
- Creation of employment outreach materials including a Virginia Jobs Banner and other job search materials for use in career fairs and other events.

The team is also working on "behind the scenes" tools to help support the talent acquisition process for executive branch agencies. Here is [what to expect](#) in the months ahead.

Talent Acquisition – Internships Job Tagging Option in the RMS: In addition to featuring job postings for entry level jobs and cyber security jobs in the RMS, agencies can also now feature internship postings. The tagging feature is simple to use and only requires an extra entry in your RMS job

postings. The internships tagging feature will allow students seeking internships in state government to easily and quickly identify those opportunities and then be able to apply.

Enter the hashtag after the Working Title on the Job Posting or at the end of the Job Description on the Job Posting.

NEW! - **#COVAinternships** for Internship opportunities.

#COVAcyberjobs for Cybersecurity and IT Security related jobs.

#COVAentryleveljobs for Entry Level jobs.

Applicants will see your tagged postings highlighted on the relevant tabs on the [Jobs.Virginia.Gov Job Search](#) web page.



Be sure to take advantage of this simple yet powerful tool for guiding applicants who are seeking these types of jobs directly to where they can search and apply for them!

Tips on Managing Remote Employees: We all know how vital telework capabilities and alternate work schedules are to attracting and retaining top talent. We also know how challenging it can be to manage a flexible workforce, especially over distance. DHRM asked state government leaders who manage remote employees what their best tips and tricks are to managing an agile team effectively and collaboratively. Check out [what they had to say](#)

Child Support Withholding Disclosure Forms for New Hires: If electronic reports of your new hires are sent to the Va. New Hire Reporting Center, you no longer need to have newly hired employees complete child support withholding order disclosures. Legislation requiring such disclosure forms has been repealed and you may eliminate this step in your onboarding process. Agencies using CIPPS no longer require these disclosures. See the [DOA CAPP Manual](#).

Direct Deposit Security: In light of security concerns related to direct deposit fraud, the Department of Accounts (DOA) has initiated a new procedure to enhance this security for new hires. If your agency's payroll is administered through DOA, please refer to the September 6, 2019 edition of the [Payroll Bulletin](#).

Support for National Disability Employment Awareness Month: Please join DHRM in partnership with the Department for Aging and Rehabilitative Services (DARS) to support the annual October observance led by the U.S. Department of Labor's Office of Disability Employment Policy. Throughout the month, we will educate employees and agencies about disability employment issues and celebrate the many and varied contributions of our workers with disabilities. We'd love to hear about your agency's employee

success stories. Send to [Natalie Brannon](#). Visit the [DOL website](#) for a toolkit of great ideas to implement in your agency, including the 2019 NDEAM poster.

Taxes and Exceptional Recruitment/Incentive Bonuses: The Department of Accounts reminds us that incentive bonuses are taxable. Applicable tax deductions applied to lump sum payments made directly to student loan lenders or the College 529 Savings Plan may result in a greatly reduced paycheck for an individual employee. The impact is dependent upon the employee's salary rate and income bracket. To best optimize this incentive, please be sure to consult with the employee/applicant to determine if paying such bonuses in multiple increments is more desirable than making a lump sum payment.

York Risk Acquired: York Risk is the claim service provider that administers claims administration services for state workers' compensation claims through MC Innovations. York Risk was acquired by Sedgwick effective September 3. The good news is that minimal changes are expected. Contact information, email addresses and systems will remain unchanged. Service levels, system capabilities and program staffing are controlled by contract. You may see the Sedgwick name and logo integrated into some communications and websites. Coleen Vaughan, who served the WCS program in the early 1990s as a Field Investigator, has rejoined our team as Director of Claims for York Risk.

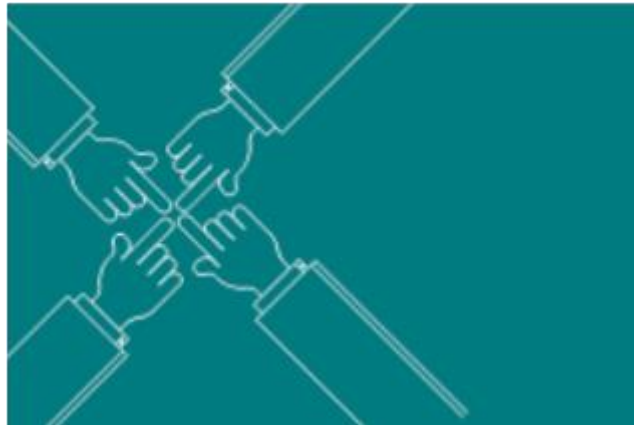


Rewards

Get Your Flu Shot! Flu season is approaching. Once again, the State Employee Health Benefits Program and CommonHealth have partnered to develop the annual Flu Shot Program. Most employees enrolled in state health plans can get flu shots at no cost. More information may be found in the [September 9, 2019, issue](#) of Health Benefits E-News and on the [DHRM website](#). Capitol Square Health Care will be providing flu shots for CommonHealth clinics at agencies in the Capitol Square area.

Parental Leave is a Big Hit: [Executive Order 12 \(2018\)](#), which introduced this new, now codified leave benefit has been very popular across the Commonwealth! In fiscal year 2019 alone approximately **1,294** Commonwealth employees had access to paid parental leave following the birth, adoption, or foster placement of a child younger than 18 years of age. Parental leave has proven to be an exceptional

recruitment tool as well! Because of programs like this, the Commonwealth continues to shine as one of the best places to work, live, and raise a family because of its commitment to providing opportunities for success in both the workplace and at home.



Engagement

Building EEO Relationships: In order to strengthen relationships with agency EEO representatives around the Commonwealth and our commitment to compliance and workplace civility, the Office of Equity, Diversity, & Inclusion (OEDI) is requesting your assistance to update agency EEO contact information. We understand your agency may have had some changes, so we are asking you to provide the most updated contact information for the individuals responsible for responding to EEO related matters (Investigations, EEO Compliance).

This information is requested, even if your agency has not undergone any recent changes. Contact information can be sent via email to eesvcs@dhrm.virginia.gov. Thank you for your assistance.

Look For....

DHRM is Going Digital for Employee News: We are pleased to announce the introduction in early October of a new digital magazine for state employees! This theme-based periodical will be published twice a year, and will focus on major workforce happenings and the top things employees need to know about and watch for from their agency and the Commonwealth. The October issue will celebrate the

accomplishments of the 2019 Governor's Honor Award recipients and focus on employee recognition and engagement.



Dynamic Apps and Process Improvements to CVC's 2019 Campaign: The Commonwealth of Virginia Campaign (CVC) will be rolling out a number of new and exciting changes for the start of the 2019 campaign which begins October 1. Included:

- Brand new website and logo leading the way for change
- Departmental micro-sites with peer to peer fundraising pages
- Seamless paper pledge processing
- Expanded credit card options
- New charity portal and application system

See details in [this article](#).

Comings and Goings...



Office of Health Benefits (OHB): Kisha Houston has joined DHRM as the State and Local Health Benefits Programs' appeals examiner and HIPAA Privacy Officer. She comes to us from Aetna Better Health of Virginia, one of the statewide Medicaid programs providing services to members who qualify for Medicaid, FAMIS and Medicare Advantage Dual Eligible Special Needs Plans. Kisha served at Aetna Better Health as manager of the Complaints and Appeals unit. Welcome Kisha!



Office of Equity, Diversity and Inclusion (OEDI): We welcome Alaysia Black Hackett, the new Diversity Program Specialist for OEDI. Alaysia recently worked for Mars Hill University as the Director for Office of Diversity, Equity & Inclusion and as an Adjunct Instructor. She has an Executive

Juris Doctor from Concord Law School at Purdue University Global and Master of Public Affairs and Bachelor of Science in Sociology with a minor in Race, Ethnicity and Gender Relations from Western Carolina University.

Transition Within the Office of Equity, Diversity and Inclusion (OEDI): Richard Torres-Estrada has left DHRM to pursue new opportunities. We wish him well, and will appreciate your patience during this leadership transition.



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